**POLICIES AND PROCESS FOR USRA**

These awards are administered by NSERC and must follow the policies and procedures laid out for NSERC USRA. Further information on USRAs can be found on the NSERC website USRAs. Students must work on projects that align to CIHR mandate.

The application form and instructions (Form 202) are available on the NSERC website and must be filled out using NSERC's online system. Both students and supervisors will have to register online to be able to complete the application. Please read all instructions before beginning.

### I. CIHR USRA in Universities

1. The CIHR USRA contribution is $6,000 for 16 weeks of full time (35 hours per week) work plus supervisor minimum contribution of $2,680 for a total of $8,680 (the student will receive minimun wage $15.50 per hour with no fringe benefits).

2. The call is for awards that will be held during the Summer 2023 semester. We will send additional communication if awards become available for the Fall and Winter

3. Typically, CIHR encourages students to work the full term, so the departments must make the students aware that the awards are for the full 16 weeks, full-time hours. Shorter work terms require approval from the Dean's Office and CIHR prior to application.

4. Applications (both Part I and Part II) must be completed online using the NSERC portal, by **March 7, 2023** for departmental review. Transcripts for York students can be printed by the departments (*please print the transcript, not a list of courses*).  All successful applicants will be instructed on attaching their official transcripts as PDF documents to their on-line applications at a later date.

5. Departments must submit the completed applications and transcripts, along with their rankings to the Dean's office no later than **noon March 29, 2023.** Please indicate if the individual is being recommended for a CIHR USRA.

6. Students are required to include a Research Interest Statement (1 paragraph) describing their research interest in the professor/research group, past experience (lab or course-related) and skills they will bring to the project, benefits they gain from the USRA experience and how the training environment they selected aligns with their interest and goals.

7. Notification of awards will be issued by **Monday, April 3, 2023**.

8. Students will have one week to accept or decline the award from the date of notification. Students who accept the awards must **participate in a mandatory Undergraduate Research Conference in the third week of August 2023** to present their research in a poster or oral presentation. **Students who are unable to attend the conference are deemed ineligible for the award**.

9. Recipients must devote their full time to research and are not permitted to take any additional summer employment (assistantships, etc.). Recipients may be permitted to register for two (2) 3-credit course during the tenure of the award provided it is justified and approved by supervisor and CIHR. An approval request to CIHR must come from the Liaison Officer and conditions for attending course lectures outside of regular working hours must be set by the supervisor to ensure that full time work hours are not affected.

10. Students may not hold more than three USRA awards during their university career.

11. Applicants must be Canadian citizens or permanent residents and must be registered as full-time students in an eligible bachelor's degree program in the natural sciences and must have completed all the course requirements of at least the first year of university study (or two academic terms) of a bachelor's degree by **April 30, 2023**.

12. Candidates who hold higher degrees in natural sciences or engineering or are candidates for an undergraduate professional degree in health sciences (e.g. M.D., D.D.S., B.Sc.N.) are not eligible to apply.

13. CIHR USRA are exclusively for Black student researchers. To be eligible to apply for these awards the student must self-identify as Black.

## II. Process for Applying for CIHR USRA

Departments should ensure that students and faculty members are informed of the above criterions. The USRA's submission process is managed by NSERC, therefore applicants must use the NSERC application portal.

NSERC recommends that USRA applications be assessed on the following criteria:
- Academic record (transcripts)
- Research aptitude (Research interest statement; see Application process – Student)
- Expected quality of the training to be received (training plan provided by supervisor in Form 202)

## Application process
1. Completing the application
**Students**:
- Fill out **PART I** of Form 202 (NSERC's online system)

- Forward Reference Number to supervisor
- In a separate document, provide a 1 paragraph Research Interest Statement describing their research interest in the professor/research group, past experience (lab or course-related) and skills they will bring to the project, benefits they gain from the USRA experience and how the training environment they selected aligns with their career goals and academic interests

**Supervisors**:

*To complete the form, the student must provide you with his/her reference number. The same person cannot complete both parts of the form. By entering the reference number on Form 202 Part II, the system will link the two parts to form the complete application. Form 202 - Undergraduate Student Research Award (USRA) Part II to be held at a university will remain in the Researcher's Portfolio.*

- Fill out **PART II** of Form 202, including
- Appropriate Reference Number
- Specific, detailed research proposal (max. 1800 characters)
- Description of student's role (max. 500 characters)
- The quality of the training environment will be used to assess the application. Please include a **brief training plan**, either in the research proposal or student's role section, that describes the proposed training including the type and extent of supervision and mentorship, the activities the student will participate in, the skills and other outcomes they will gain. Note that the **inclusion of EDI considerations** in research design makes research more ethically sound, rigorous and useful. Describe how these aspects will be addressed in the research design if applicable.
- Students are required to work 16 consecutive weeks. **Monday, May 1, 2023,** will be the suggested start date for all awardees unless special arrangements are made with the supervisor. **Friday, August 18,2023,** will be the end date for the complete 16 weeks
- Research subject code: This must be from this [list] for NSERC

2. A completed, and signed application package must be submitted electronically to the respective department by Tuesday, **March 7, 2023,** Full application packages must include:

- Form 202: Part I (student) & Part II (supervisor, including research project & training plan)
- 1 paragraph Research Interest Statement (student)
- Original transcripts are required for non-York students, which must be sent directly to the potential supervisor from the Registrar's Office of the student's home institution.

**<span style="color:red">Procedure for Department/Unit</span>**

**All departments MUST ensure the students are qualified** to apply for the awards and that the **supervising faculty member has sufficient funds to provide operating support for the duration of the student's project CIHR USRA contribution is $6,000** for **16 weeks** of full

time (35 hours per week) work plus **supervisor minimum contribution of $2,680** for a total of $8,680).

The two items below must be sent to hlthrsch@yorku.ca by **noon Wednesday, March 29, 2023**

1. Each department completes the **ranking sheet** (using attached excel document) of the students' records which should include for each student: name, student number, department, cumulative GPA, supervisor's name, research subject code (from the list included in the instructions supplied with Form 202), university attended, 'year' level, if previous NSERC recipient. The departmental ranking will be considered when reviewed by the Faculty Review Committee.

2. Each department must send electronic copies of each application, to hlthrsch@yorku.ca by **noon Wednesday, March 29, 2023**. The full application will be made up of:
   - completed and signed application Form – Part I and II
   - copy of student's transcript
     - York Students: Transcripts can be printed by the department (please print the transcript, not a list of courses)
     - Non-York students: Original transcripts sent directly to the supervisor from the Registrar's office of the student's home institution.